



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #30-17HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, Esq., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Health Insurance Marketplace Form

**DATE:** August 24, 2017

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Please see the attached information from the Department of Management Services, Division of State Group Insurance, and a new Health Insurance Marketplace Form. Please provide all newly hired employees with a copy of the form. You do not need to provide the Justice Administrative Commission with a copy of the form with the New Hire packet.

Please do not hesitate to contact us if you have any questions.

Thank you.

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**MANAGEMENT ADVISORY #17-008 (Replaces MA #13-005)**

**DATE:** Aug. 25, 2017  
**TO:** Human Resource Officers and Benefits Managers  
**FROM:** Debbie Shoup, Manager, Member Services  
**SUBJECT:** Marketplace Notice

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In Sept. 2013 all agency and university personnel offices were notified that Federal law required employers to notify employees of health insurance marketplace coverage options (MA #13-005). The Marketplace Notice attached to MA # 13-005 has expired. Please discard expired notices and replace them with the attached notice. The notice must be distributed to new hires.

**New Hires**

Agency and university personnel offices must include the [Marketplace Notice](#) in their new employee orientation for all employees, regardless of eligibility for State Group Insurance.

Personnel offices should document the process for sharing the [Marketplace Notice](#) with employees, which must include, at a minimum:

1. Providing the document in hard copy to each employee; and
2. Verbally advising the employee that the [Marketplace Notice](#) is available in their new employee packet.

The [Marketplace Notice](#) may be printed two sided in black and white and is available in the 2017 section of Management Advisories.